

## **Records Search Request**

Date \_\_\_\_\_

To: Carroll County Health Department  
Environmental Health Bureau  
290 South Center Street, P.O. Box 845  
Westminster, Maryland 21157  
Phone: 410-876-1884  
Fax: 410-876-4430

### **HEALTH DEPT USE ONLY**

Reference No. \_\_\_\_\_

Date Completed \_\_\_\_\_

**Property Identification:** Please supply as much information as possible. (Subdivision Name, Lot No., Tax Map, Grid, and Parcel numbers can be found on your Tax Assessment Notice.) Any identifying information that you can provide would be helpful (ex: public record notice). Incomplete property identification may result in incomplete or incorrect information, or longer search times. Searches will be conducted as quickly as time permits.

Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Section No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_

Year House Built: \_\_\_\_\_ Owner when built: \_\_\_\_\_

Building Permit Number \_\_\_\_\_ County File No: \_\_\_\_\_

Well Tag Number: \_\_\_\_\_ (tag should be attached to well casing)

Note: For some older residences, there may be a metal tag with the file number located near the main sewer line into the house or attached under the kitchen sink. This number will be helpful in locating Health Department records. Our office will not have any record of wells or septics installed before 1955, unless an upgrade or repair was made.

### **Information Requested:**

\_\_\_\_ Well Location      \_\_\_\_ Septic Location      \_\_\_\_ Perc Results      \_\_\_\_ Septic System

\_\_\_\_ Well Yield/Depth      \_\_\_\_ Preliminary Plat showing well and septic locations

\_\_\_\_ Other(specify): \_\_\_\_\_

**Information requested by:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_